

THE VOTD BOARD OF DIRECTORS

Nominations are open in March/April. Nominations/self-nominations are open to anyone who has the passion to serve our choir and community--members and non-members alike! Voting will be submitted by active chorus members.

POSITIONS AND TERM LENGTH

Please scroll to the bottom of the page for detailed information about the responsibilities of each role.

One-year positions:

- Board President
- Treasurer
- Director of Fundraising
- Community Outreach Coordinator
- Choir President
- Member at Large

Two-year positions:

- Vice-President
- Secretary
- Director of Marketing

Once nominations are opened, the deadline to nominate/self-nominate is April 30 at 12pm. Please contact us at info@voicesofthedesert.org email with the following:

- Subject line that says, "VOTD Board Nomination"
- A brief summary of how you or the nominee would contribute to the board and why you or the nominee are a great fit to support VOTD's mission.
 - NOTE: If you are nominating someone other than yourself, please communicate with them first and assure they are willing to serve.

Elections are held via a safe online form which will detail the candidates and their summary submissions. Voting will be made available in early May, and will include the deadline for votes to be submitted. Results are announced shortly thereafter.

Please contact us with any questions!

VOICES OF THE DESERT (CHORUS) BOARD OF DIRECTORS (BOD) ROLES

Board President | Chairs and maintains order at BOD meetings. Oversees the daily operations of the non-profit corporation.

- Ensure that all Chorus operations are conducted in accordance with established by-laws and other applicable regulations on an ongoing basis.
- Signatory for all contracts, mortgages, deeds, bonds or other instruments which the BOD has authorized to be executed except as indicated in the Chorus by-laws.
- Work with the artistic director to ensure synergy between Chorus requirements and BOD functions.
- Communicate with Chorus members as needed to facilitate BOD decisions on disciplinary matters as required.
- Manage the agenda for all BOD meetings and ensure that all meetings are executed in an orderly manner.
- Ensure that all BOD positions remain filled or duties are reassigned as required.
- Backup to treasurer for all financial accounts.

Vice President | Assists with daily operations of the non-profit corporation. Maintains communication with committees and reports back to the BOD.

- Fulfill all duties as required of the board president in the event of unavailability, incapacitation, or refusal to act.
- Manage or cause to be managed the Chorus website to display content required of the artistic director, as well as marketing and fundraising functions.
- Support all requirements as needed of other BOD members at the direction of the board president.

Secretary | Maintains, records, archives, and reports on all significant activities and decisions made by the BOD; including organizational records such as active members and BOD rosters.

- Records the minutes of the BOD meetings and distributes electronically to all BOD members.
- Stores and maintains records of Voices of the Desert, Inc.
- Keep a record of the post office address of each member.
- Shares in the responsibility (with the choir president) of maintaining email mailing lists.
- Helps collect and provide information/content for public email blasts regarding Chorus activities.

Treasurer | Maintains and reports on all financial operations of the organization; maintains relationship with VOTD's accountant(s). Coordinates with the artistic director to determine the budget(s) for each season and performances.

- Develops VOTD's yearly budget.
- Submit yearly tax information to the IRS (990 postcard).

- Send out 1099 MISC forms to all musicians and the artistic director VOTD has paid over \$600.
- Send out donation letters with our 501(c)(3) number to anyone who donated over \$50 to VOTD.
- Set up payments for rehearsal space and performance space.
- Collect monthly member dues and music deposits.
- Pay all invoices in a timely manner, including for the accompanist and artistic director.
- Keep track of expenses and income.
- Makes banking deposits and transfer PayPal balances into VOTD's banking account.
- Provide grant writing team with necessary documents to write grants.

Director of Marketing | Promotes the organization's fundraisers, community events, campaigns, and other activities. Leads in the development of advertising campaigns. Maintains "Friends of VOTD" roster.

- Fosters relationships with the media, community organizations, and funding sources.
- Creates branding strategy, which may include professional consultation and support for marketing strategies and branding.
- Implements marketing and advertising campaigns, which includes preparing marketing and advertising plans and objectives.
- Plans and organizes promotional materials, which includes coordinating promotional materials with the graphic designer(s).
- Supports fundraising by helping to market fundraising campaigns, grants, private donations, and local sponsorship support.
- Researches and prices advertising opportunities.
- Supports recruiting strategies.
- Organizes and implements social media marketing, performs digital marketing data analysis, and encourages community feedback regarding results of campaigns and strategies.
- Promotes positive relationships with Chorus members and non-members who assist with marketing tasks.

Director of Fundraising | Organizes fundraising events and opportunities to assist with VOTD's financial obligations.

- Brainstorms strategies and coordinates fundraisers approved by the BOD.
- Responsible for supporting and attending major fundraising programs.
- Develops fundraising goals and identifies new potential fundraising partners.
- Establishes relationships with the VOTD's fundraising partners and serves as the primary point of contact for each partner.
- Maintains VOTD "Ways to Give" sponsorship packet and confirms website access to required IRS information for donors.
- Uses VOTD's email marketing platform to promote fundraising events and initiatives, as well as other Chorus public information as determined by the BOD.

Choir President | Primary liaison between the Chorus membership and the BOD. Assists in answering members' questions and in bringing suggestions and/or concerns from the Chorus members to the BOD.

- Welcomes potential and new Chorus members.
- Assists new members with membership forms and maintains records.
- Performs informational announcements during break at Chorus rehearsals.
- Communicates and distributes a written summary overview of pertinent information from rehearsals and ongoing Chorus activities via a "Tuesday Tune-up".
- Creates and maintains spreadsheet with information to keep in VOTD's first aid kit and carries the kit to all Chorus events.

Community Outreach Coordinator | Role serves to bring awareness and provide resources to the Chorus and community on various topics.